

Richarda Mommson



**CITY OF EL PASO, TEXAS
BUILDING & PLANNING SERVICES**

TO: The Honorable Mayor & City Council
Jim Martinez, Chief Administrative Officer
Laura Uribarri, Executive Assistant to the Mayor
Adrian Ocegueda, Executive Assistant to the Mayor

COPY TO: Patricia D. Adauto, Deputy CAO for Building & Planning Services
Lisa Elizondo, City Attorney
Kevin Elkins, Assistant City Attorney

FROM: Teresa Quezada, CIP Administrator, Building & Planning Services

SUBJECT: City Council Agenda Items March 23, 2004

DATE: March 18, 2004

Teresa Quezada
3/18/04

The following item has been scheduled for introduction by City Council as noted above:

An ordinance amending title 2 (Administration and Personnel) of the El Paso Municipal Code of El Paso to add Chapter 2.07, to establish the El Paso Capital Improvements Program Advisory Committee; to provide for committee membership, duties, terms of office, duration, for the purpose of overview, recommendation and information regarding approved and planned capital projects. [Building & Planning Services, Patricia D. Adauto, (915) 541-4853]

Public hearing on the ordinance is scheduled for April 6, 2004. This ordinance creates the new Capital Improvement Program Advisory Committee (CIPAC), an advisory committee that will provide recommendations to Council regarding policies for project selection criteria, project groupings and priorities and identification of funding sources and availability.

Should you have any questions regarding this item you may contact Ms. Patricia D. Adauto, Deputy CAO for Building and Planning Services or me at 541-4853.

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ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE EL PASO MUNICIPAL CODE OF EL PASO TO ADD CHAPTER 2.07, TO ESTABLISH THE EL PASO CAPITAL IMPROVEMENTS PROGRAM ADVISORY COMMITTEE; TO PROVIDE FOR COMMITTEE MEMBERSHIP, DUTIES, TERMS OF OFFICE, DURATION, FOR THE PURPOSE OF OVERVIEW, RECOMMENDATION AND INFORMATION REGARDING APPROVED AND PLANNED CAPITAL PROJECTS.

WHEREAS, the Mayor and Council find it in the best interest of the citizens of El Paso that the City develop and maintain a 10-year Capital Improvements Program; and

WHEREAS, the 10-year Capital Improvement Plan will incorporate projects submitted by City departments, advisory boards, citizens and elected officials; and

WHEREAS, the Mayor and City Council find that it is in the best interest of the citizens of El Paso for a Capital Improvements Program Advisory Committee to be established to gather information and make recommendations to the Mayor and City Representatives for the coordination, prioritization, reporting and other functions related to the planning, programming and successful implementation of a Capital Improvements Program;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Title 2, Administration and Personnel, of the El Paso Municipal Code shall be and is hereby amended by adding Chapter 2.07, El Paso Capital Improvements Program Advisory Committee. Said code provision shall read as follows:

“Chapter 2.07, El Paso Capital Improvements Program Advisory Committee.

2.07.010. Committee Established—Membership. The El Paso Capital Improvements Program Advisory Committee (“CIPAC”) is hereby established. The CIPAC shall consist of nine (9) members, one member to be selected by each City Council Representative and Mayor. At the first meeting, the CIPAC will select a Chair, Vice-chair and Secretary from its membership. The City Building and Planning Services Department shall provide administrative support to the CIPAC.

2.07.020. Terms. The members of the CIPAC will serve staggered terms. The initial board will be composed of five members who will serve for two years and four members who will serve for one year. The committee members’ initial terms will be established by lot at the first meeting. Initial terms will all run from April 20, 2004. Each successive term thereafter shall be for a two-year period beginning in April regardless of the time of appointment. CIPAC members shall serve until a qualified successor is appointed unless otherwise provided for in the El Paso City Code. CIPAC members shall not serve more than two consecutive terms.

2.07.030 Duties. The CIPAC shall perform the following duties.

A. The CIPAC shall gather information from City Departments regarding requested, programmed and funded capital projects for the purpose of reporting periodically, in conjunction with City staff, but not less than once a year, to the Mayor and Council on the status of all active and proposed capital projects.

B. The CIPAC will provide recommendations to Council on the following:

1. Policies regarding project selection criteria; and
2. Project groupings and priorities; and
3. Identification of funding sources and availability.

C. As a component of the annual CIPAC report, the CIPAC shall make recommendations to the Mayor and Council on the selection and prioritization of capital projects and the need for any adjustments or changes therein as appropriate and authorized by law.

D. The Mayor may request the CIPAC to make reports to the general public on capital projects.

E. The CIPAC will perform such other duties related to any capital project as may be requested from time to time by the Mayor and City Council.

F. The CIPAC will hold at least one meeting per City's fiscal year.

2.07.040 Members will hold no other public office nor receive compensation for their service.

A. No member of the CIPAC shall hold any other public office of honor, trust or profit in the government of the city, county or state during his or her term of office.

B. Members of the CIPAC shall serve without pay.

2.07.050 Quorum—Final Action

A. A quorum shall consist of a majority of the members of the CIPAC. The chair shall have a vote in all matters.

B. No final action shall be taken on any matter except pursuant to a simple majority vote of the members present.

2.07.060 Meeting Rules and procedures generally.

A. Any motion by a member at a duly called meeting shall require a second. After a motion has been made and seconded, discussion of the motion may be had for a reasonable period of time at the direction of the Chair. Discussion shall terminate at the direction of the Chair or upon a call for a vote on the question by a member of the committee.

- B. Whenever any question of procedure may be raised at a committee meeting, the Chair shall rule thereon. A member may move to overrule the Chair's decision, which may be done only by a majority vote of the members present.
- C. Voting on matters may be by voice vote; provided that a roll-call vote shall be taken upon the request of any committee member present.
- D. Any question of order or procedure not covered herein shall be decided by reference to Robert's Rules of Order insofar as same may be applicable; the committee may establish its own written rules of order by majority vote at its annual mandatory meeting.

PASSED AND APPROVED this 6th day of April, 2004.

THE CITY OF EL PASO

ATTEST:

Joe Wardy
Mayor

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Kevin D. Elkins
Assistant City Attorney

APPROVED AS TO CONTENT:

Patricia D. Adaauto
Patricia D. Adaauto, Deputy CAO
Building & Planning Services